

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, December 3, 2013 at 10:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Ballweg, Frohling, Greshay, and Marsik

MEMBER EXCUSED: Maly

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, Dodge County Administrator; Angela Zilliox, Human Resources Specialist; Kathryn Ryan, Human Services & Health Department Division Manager; Bernadette Mueller, Director of Child Support; Cayla Her, Victim Witness Coordinator; Unidentified Sheriff's Department Employee.

Meeting called to Order by Vice-Chairperson Ballweg at 10:00 a.m.

Roll call was taken. All members present with the exception of Maly who was excused.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Frohling to approve the agenda and allow the Vice-Chairperson to go out of order to efficiently conduct the meeting. Second by Marsik. Motion carried.

Ballweg asked if anyone present had any public comments. None were heard.

Motion by Marsik to approve the minutes of the November 19, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Greshay. Motion carried. Frohling abstained.

Eske explained a request for donated sick time for an employee of the Physical Facilities Maintenance Department. She explained that the employee will be off work due to her own serious health condition and will exhaust her own paid time during this leave.

Motion by Frohling to approve the request under the established guidelines and by doing so does not establish a practice or precedent. Second by Marsik. Motion carried.

Mueller explained a request for donated sick time for an employee of the Child Support Department. She explained that the employee has been on an extended leave of absence due to her own serious health condition and will exhaust her own paid time during this leave. Eske explained that her current leave of absence will end on December 15, 2013 and at this time it is unknown if she will return or extend her leave.

Motion by Greshay to approve the request under the established guidelines and by doing so does not establish a practice or precedent. Second by Frohling. Motion carried.

Ryan explained a request for donated sick time for an employee of the Human Services and Health Department. She explained that the employee has depleted her own paid time due to

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caring for a spouse and parent with a serious health condition as well as her own serious health condition. She explained that at this time she is out again due to her own serious health condition. Ryan stated her current leave of absence is through the end of the year.

Motion by Greshay to approve the request under the established guidelines and by doing so does not establish a practice or precedent. Second by Frohling. Motion carried.

Cayla Her addressed the Committee regarding the requirements to qualify for the Public Service Loan Forgiveness Program. She stated that at this time she has over \$97, 000 in student loans and that this program will forgive any outstanding balance after the qualified participant has made ten (10) years-worth of on-time payments towards their student loan. She stated that one of the qualifications is that the participant must work at least 30 hours per week and meet the employer's definition of full-time. She stated that she is asking the Committee to grant an exception of the County's definition of full-time and that her status be considered full-time for this program's purpose only. She explained that she currently works 32 hours per week. The Committee held a discussion. It was the consensus of the Committee that they would be in favor of changing the definition. However, they asked that Mielke and Rains research any implications that may affect Dodge County policies or any unintended consequences on other departments of the County if the definition is changed, and to report those findings at the next Committee meeting.

Rains followed with an update on the performance evaluation form and procedure. Rains informed the Committee that the evaluation forms have been coming in and he has been reviewing them. He stated that he feels the evaluators are doing a very good job of being objective. He stated that in most cases the employees are providing thoughtful insight on their self-evaluations. He stated he is very pleased.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of the Personnel Requisitions.

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Marsik. Motion carried.

One (1) Legal Assistant – 20 hrs/wk Job Share, District Attorney Department
One (1) Custodian II – LTE, Physical Facilities Department
One (1) Imaging Technician P.T. – LTE, Register in Probate Department

Leaves of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: Mark G. Jahnke, Court Security II – Regular Part-time, Sheriff's Department-Security Division at \$18.23, Pay Grade SSU02, Step 1_ST effective 07-15-13; Taylor T. Nehls, Traffic Patrol Officer, Sheriff's Department-Patrol Division at \$25.60, Pay Grade SSU04, Step 1_ST effective 11-30-13. STEP INCREASE – UNION: None. NEW HIRE: Brian J. Franke, Utility II/Truck Driver, Highway Department at \$16.42, Pay Grade DC03, Step ST05 effective 12-02-13; Derrick J. Rohde, Utility II/Truck Driver, Highway Department at \$16.42, Pay Grade DC03, Step ST05 effective 11-12-13;

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Thomas L. Meister, Custodian II, Physical Facilities Department at \$12.96, Pay Grade DC02, Step ST01 effective 11-11-13. RE-HIRE: None. LIMITED TERM/SEASONAL: Logan J. Griffith, Custodian II – LTE, Physical Facilities Department at \$12.81, Pay Grade DC02, Step ST01 effective 11-12-13. RECLASSIFICATION: Heidi R. Denure, Economic Support Specialist II, Human Services & Health Department at \$18.59, Pay Grade DC05, Step ST01 effective 12-05-13; Bradley J. Knoll, Corporal-Jail, Sheriff's Department- Jail Division at \$25.45, Pay Grade DC06, Step ST9B effective 11-30-13; William J. Miller, Corporal-Jail, Sheriff's Department – Jail Division at \$25.45, Pay Grade DC06, Step ST9B effective 11-30-13. STEP INCREASE: None. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Report as presented.

Committee Member Reports: None.

HR Director's Report:

- a) Disciplinary Actions: Nothing to report.
- b) Grievances and Arbitrations: Rains informed the Committee that he received an email from the arbitrator regarding the Sworn Union arbitration in the Step Increase grievance. The arbitrator provided possible dates for the arbitration. Rains will inform the Committee once the date is determined.
- c) Worker's Compensation: Nothing to Report.

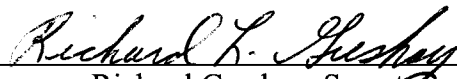
Future Agenda Items:

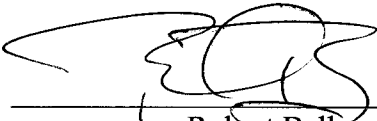
Closed session to discuss Sworn Union Contract Negotiations.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are: **December 17, 2013, January 7, 2014, and January 21, 2014 at 10:00 a.m.** in room 4C of the Administration Building.

Meeting adjourned by order of the Vice-Chairperson at 10:30 a.m.


Richard Greshay, Secretary


Robert Ballweg, Vice-Chair

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.